



Policy

OFFICE:	Procurement and Acquisitions Division
DATE:	June 9, 2005
SUBJECT:	Delegation of Procurement Authority
NUMBER:	0001

PURPOSE

The purpose of the Office of the Federal Detention Trustee (OFDT) Contracting Officer's Warrant Policy is to:

- Supplement the coverage in the Federal Acquisition Regulation (FAR) Subpart 1.6, Contracting Authority and Responsibilities, by specifying minimum department-wide standards for designating Contracting Officers (CO) and terminating warrants.
- Implement Department policy defined in the Justice Acquisition Regulations (JAR) 2801.603, Selection, Appointment and Termination of Appointment.

POLICY

Contracting authority has been delegated to the Federal Detention Trustee by the Assistant Attorney General for Administration in accordance with the JAR 2801.601(b) which allows for delegation to subordinate officials as necessary for the efficient and proper administration of the Department's acquisition operations.

Office of the Federal Detention Trustee Contracting Officers' signatory authority will be limited and shall consist of all duties associated with the entire acquisition process including, but not limited to, pre-award, contract award, administration, termination, and related determinations and findings regarding the acquisition of supplies and services on behalf of the Department of Justice (DOJ). This is accomplished by written appointments in the form of a SF-1402, Certificate of Appointment in accordance with the FAR 1.603-3.



EXEMPTIONS

The following transactions are not covered in the FAR and therefore can be performed by employees who do not hold a Contracting Officer's warrant:

- SF-182, Certificate of Training
- FEDSTRIPS
- GSA or other federal agencies
- Third Party Drafts
- Purchase Card Transactions
- Calls placed by ordering officers

CONTRACTING OFFICER'S WARRANT LEVELS

A Contracting Officer's Warrant (SF-1402) is required of any DOJ employee who obligates appropriated funds in excess of the micro-purchase threshold (\$2,500). The dollar amount and type of acquisitions a CO may execute are set forth in the warrant. The amount of CO authority contained in a warrant (appointment level) is determined by (1) the acquisition needs of an individual office and (2) the person's procurement experience and formal procurement training.

There are four CO appointment levels for warrants issued by the OFDT as follows:

- **Level I** -- authority not to exceed \$25,000 for the acquisition of supplies and services;
- **Level II** -- authority not to exceed \$100,000 for the acquisition of supplies and services;
- **Level III** -- authority not to exceed \$1,000,000 for the acquisition of supplies and services; and
- **Level IV** -- authority is unlimited for the acquisition of supplies and services.

NOTE: CO's must complete at least one continuing education formal contracting training course (40 hours) every two years to maintain contract authority.



APPOINTMENT OF CONTRACTING OFFICERS

Nominations for CO warrant appointments should be in the form of a memorandum from the immediate supervisor to the Federal Detention Trustee or designee stating what warrant level is required. Each nomination is to include a signed and dated Certificate of Competency (See attachment 1) signed by the nominee's supervisor and a copy of the nominee's individual training record.

If the Federal Detention Trustee or designee concurs with the request(s), he/she issues and forwards a signed SF-1402, Certificate of Appointment bearing the name of the CO. The CO shall display the certificate prominently in his/her work area.

FORMAL TRAINING FOR CONTRACTING OFFICERS

Employees must successfully complete the following formal training in order to qualify for the various CO appointment levels. (See section entitled "Contracting Officer Warrant Levels) The course examples given are generic, but hopefully are sufficiently descriptive to assist employees and supervisors in selecting the appropriate course. The Federal Detention Trustee or designee will review all training request(s) and determine if course(s) are acceptable in meeting the requirement for the warrant level.



Contracting Officer Appointment Level I:

The employee must successfully complete the required hours of classroom training for:

- Simplified Acquisition Basics

Contracting Officer Appointment Level II:

The employee must have completed the required hours listed under Level I, plus additional hours in the following areas:

- Introduction to Contracting
- Basic Price Analysis
- Basic Negotiation/Negotiation Techniques
- Commercial Item Acquisitions

Contracting Officer Appointment Level III:

The employee must have completed the required hours for Level I and Level II, plus additional hours in the following areas:

- Procurement Planning
- Contracting by Sealed Bidding
- Contracting by Negotiation
- Cost Analysis
- Government Contract Administration
- Types of Government Contracts
- Performance-Based Service Contracts



Contracting Officer Appointment Level IV:

The employee must have completed the required hours for Level I, Level II, Level III, plus additional hours in the following areas:

- Information Technology Contracting
- Government Contract Law
- Advanced Contract Administration
- Advanced Cost & Price Analysis
- Advanced Contract Negotiation
- Contract Termination

WAIVERS

An office may have an immediate need for a warranted CO but the candidate lacks some of the required training. The supervisor may request that the Federal Detention Trustee or designee appoint the candidate without all the required skill-based training, with the exception of Level 1. The term of a waived appointment will not exceed 18 months.

Waiver requests must include the following documentation:

1. Explanation why the missing credentials are not significant (e.g., the candidate only is lacking Performance-Based Contracting courses; the office does no service contracts);
2. Photocopies of the course completion certificates; and
3. Completed Individual Development Plan (IDP) (See Attachment 2) that specifies the training needed to meet the requirements.

TERMINATIONS

The Federal Detention Trustee or designee may terminate a CO's warrant authority



for administrative reasons or for cause. Administrative terminations will be processed by the OFDT upon receipt of the request accompanied by the certificate. The following are examples for administrative termination, which is an automatic cessation of warrant authority:

- There no longer is a need for a CO;
- The warrant holder is reassigned to a new position within the bureau or office;
- The warrant holder is transferred to another office or to another government agency;
- The warrant holder retires, resigns, or otherwise terminates OFDT employment.

Stacia A. Hylton	Date
Federal Detention Trustee	
Office of the Federal Detention Trustee	



OFFICE OF THE FEDERAL DETENTION TRUSTEE
CONTRACTING OFFICER'S WARRANT
Certificate of Competency

I. APPLICATION INFORMATION

1. Name (LAST, FIRST, MI): _____
2. Current Warrant Number (as applicable): _____
3. Organization: _____
4. Position/Title: _____
5. Series/Grade: _____
6. Duty Station: _____

II. TRANSACTION TYPE (Please indicate the type of warrant transaction requested.)

____ **A. Initial warrant application. Indicate warrant level, status and dollar amount/authority sought:**

Attach copy of SF 171, OF 612, and/or other documentation, which supports completion of the training, experience, and/or equivalencies requirements for which warrant authority is being sought.

____ **B. Increasing existing warrant authority from Level _____ to Level _____. Attach updated SF 171, OF 612, and/or other documentation, which supports completion of the training, experience, and/or equivalencies authority requirements for which increased warrant authority is being sought.**

____ **C. Conversion of interim warrant to permanent status. Attach updated SF 171, OF 612, and/or other documentation which supports completion of the training requirements in support of warrant conversion.**

____ **D. Correction/Edit of existing warrant/warrant record. Please indicate requested change/edit:**

____ **E. Deletion of warrant record due to administrative termination (please check appropriate box):**

Reason for administrative termination of warrant authority:

1. _____ The need for the Contracting Officer's warrant no longer exists.
2. _____ Reassignment of warrant holder within the same bureau/office.
3. _____ Transfer of warrant holder to another bureau/office within the Department of Justice or to another Government agency.

4. _____ Retirement, resignation, or other termination of appointee's Government employment.

5. _____ Other. Please describe: _____

_____ F. Deletion of warrant record due to termination for cause. Please attach written description of circumstances.

III. CERTIFICATIONS

A. Applicant:

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief and made in good faith.

(Name of Applicant)

(Signature)

(Date)

B. Supervisory or Level III or IV Contracting Officer Recommendation/Certification (Check appropriate block, sign and date form)

_____ The applicant's performance of acquisition duties has been satisfactory. The need for delegation or increase of warrant authority has been documented and is forwarded as part of the application. Appointment to the level/status requested is recommended.

_____ The applicant's request for warrant record correction or deletion has been reviewed and the requested changes are hereby authorized.

_____ The applicant does not meet the established minimum training qualifications. Therefore, award of an interim warrant is recommended.

_____ An administrative termination of the subject warrant for the reason indicated above is authorized.

_____ Based on the attached supporting information, it is recommended that the subject warrant be terminated for cause.

(Supervisor or Level III or IV Contracting
Officer's Name)

(Signature)

(Date)



**DEPARTMENT OF JUSTICE
OFFICE OF THE FEDERAL DETENTION TRUSTEE
INDIVIDUAL DEVELOPMENT PLAN FOR**

NAME: _____

DATE: _____

FISCAL YEAR: _____



PURPOSE

The purpose of this Individual Development Plan (IDP) is (1) to identify and document the career goals and formal classroom training schedule for _____ herein referred to as the “employee” and (2) to ensure that the scheduled training is consistent with the career development needs of the employee and the needs of Department of Justice (DOJ), Office of the Federal Detention Trustee (OFDT). An IDP is mandatory for all employees in OFDT in the 1102 occupational series with less than seven (7) years experience in the occupational series. An IDP is optional for those employees in occupational series 1102 with more than seven (7) years of service within that series. The goal of the IDP is to bring the employee to the appropriate level of skill in all necessary competencies by the time he/she has attained seven years of experience in the particular occupational series.

ROLES AND RESPONSIBILITIES

SUPERVISOR’S RESPONSIBILITY

Each first-line supervisor is required to:

- Conduct an IDP interview to assess the employee’s skills and to develop an IDP initially within 90 calendar days after date of hire for new employees OR to review an existing IDP shortly after being placed in a supervisory position;
- Review employee progress against the IDP and document progress at least once a year (preferably during the annual evaluation); and
- Counsel employees at least annually to enhance further personal development, obtaining participation of appropriate officials, when necessary.

EMPLOYEE’S RESPONSIBILITY

Each employee is expected to:

- Recognize his/her own aptitudes, strengths, interests, and developmental needs and request training and assignments to meet those needs as specified in his/her IDP;
- Consider his/her development in terms of personal career goals; and



- Consider taking appropriate self-developmental courses at his/her own initiative.

FORMAL CLASSROOM TRAINING

In the spaces provided below, the employee should list the appropriate DOJ and non-DOJ training considered necessary for Fiscal Year 200_ only.

COURSE	PLACE	DATE	HOURS

SHORT-TERM CAREER GOALS

In this section the employee should document his/her short-term career goals. For the purpose of this IDP, short-term career goals are to be attained within a period of two years or less from the date of this IDP.

LONG-TERM CAREER GOALS

In this section the employee should document his/her long-term career goals. For the purpose of this IDP, long-term career goals are to be attained within a period of three to five years from the date of this IDP.

SIGNATURES

EMPLOYEE: _____

DATE

SUPERVISOR: _____

DATE